



Graphical User Interface for Task-based Development Student Guide

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LIST OF ACRONYMS

Acronym	Meaning
AKO	Army Knowledge Online
CD-ROM	Compact Disk-Read Only Memory
DVD	Digital Versatile Disc
GUI	Graphical User Interface
HTML	Hypertext Mark-up Language
LMS	Learning Management System
USB	Universal Serial Bus

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SECTION 1: INTRODUCTION

1.1 GRAPHICAL USER INTERFACE (GUI) FOR TASK-BASED DEVELOPMENT

The Graphical User Interface (GUI) for Task-based Development is intended to be used as an aid for quick development of task-based instruction. The GUI uses predetermined screen layouts to present content in a consistent look and feel for the student.

In addition to the look and feel being the same, all buttons and features will be identical in their size, location, and their functionality in all courseware or instruction developed using the GUI.

1.2 STUDENT GUIDE

This Student Guide is intended to assist the student in navigating the screens and using the buttons (features) in the instruction by explaining the functions of the buttons and location of information on the screen. This student guide applies to the HyperText Mark-up Language (HTML) version of the GUI.

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SECTION 2: GETTING STARTED

2.1 TYPE OF INSTRUCTION

The course or instruction will be delivered either on-line or by some other electronic media, i.e., Compact Disk-Read Only Memory (CD-ROM), Digital Versatile Disc (DVD), or by a Memory stick (external memory).

The following hardware will be required if a student is taking this instruction by other electronic media. For CD-ROM delivery, a CD reader; for DVD delivery, a DVD player; and for a Memory stick delivery, a Universal Serial Bus (USB) port should be available on the computer to plug in the external memory or other means of reading the external memory device.

2.1.1 Taking the Course from the Internet

To take the instruction from the internet:

- Log onto Army Knowledge Online (AKO) with your user name and password
- Go to “My Training”
- Under the DLS click “Access to the LMS”
- Select desired course/instruction
- Follow the instructions to load the course/instruction

2.1.2 Taking the Course from Other Electronic Media

Insert the electronic media provided into the appropriate drive on your computer. For example a CD in the CD reader, a DVD in the DVD player, or the external memory stick into a external memory device reader.

Follow the direction given with the courseware/instruction.

2.1.3 Navigating the Course

Section 3 reviews the basic page layout, navigation buttons, and other features of the instruction. If you have not taken a course developed using the GUI before, you may benefit from this review.

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SECTION 3: SCREEN/PAGE LAYOUT AND BUTTON FUNCTIONS

3.1 SCREEN LAYOUT

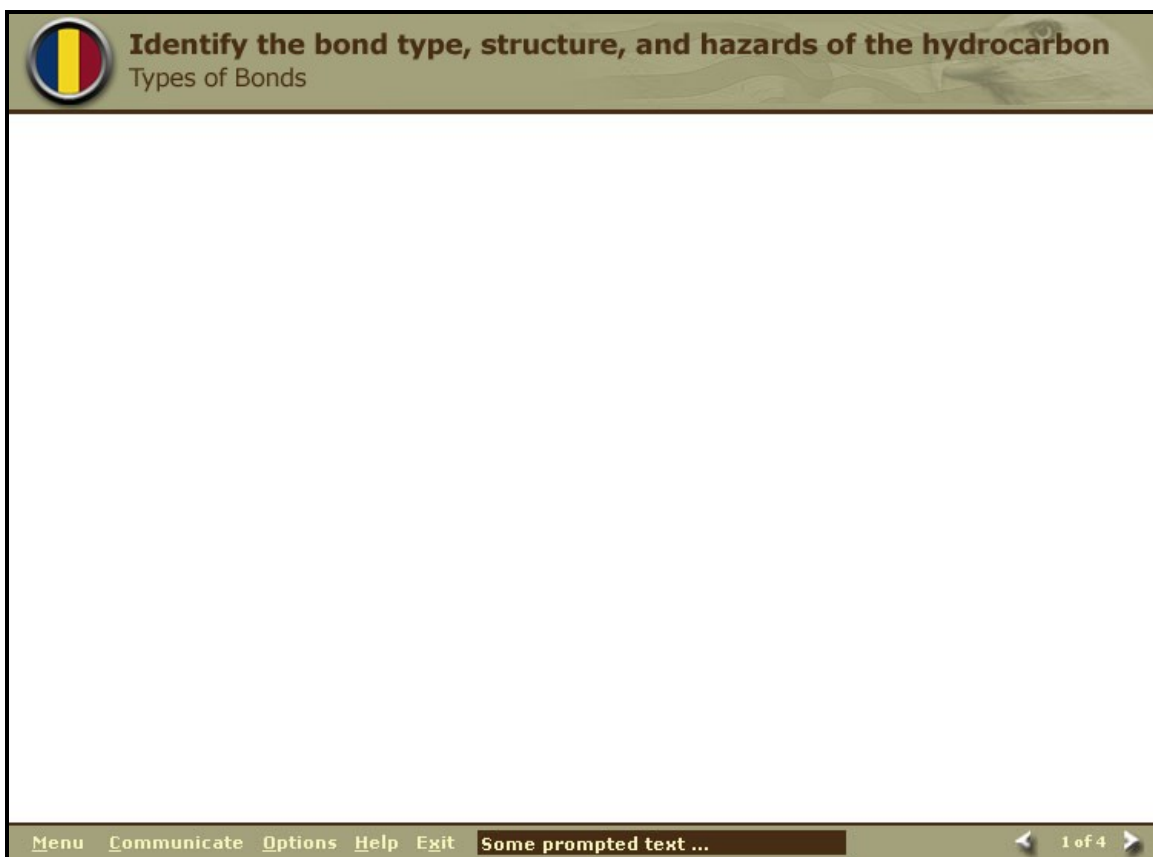


Figure 3–1. Example of a regular page of instruction.

Above is an example of a screen/page that was developed using the GUI. Note that the buttons and features will be in the same place in every course developed using the GUI. For example, the “Print” button will always be under “Options,” and the “Exit” button will be on the bottom menu bar and not at the top of the page.

When additional features are required, such as audio/video controls, they will appear on the screen/page as needed. If the feature is not needed the area dedicated to its location may be blank, or the feature may be deactivated, or “grayed” out. This will be the same with features such as “Print,” “Tools,” “Preferences,” etc. They will be available when required by the instruction. See Figure 3-2 below.



Figure 3–2. Example of a page of instruction where audio is necessary.

3.2 COMMON SCREEN ELEMENTS

The following elements will be on all GUI screens:

- Title Bar
- Prompt Area
- Instruction/Information Area
- “Menu” Button
- “Communicate” Button
- “Options” Button
- “Help” Button
- “Exit” Button
- “Minimize” Button
- “Maximize or Restore” Button
- Internal Progress Indicator
- Navigation Buttons
 - Next (Next Page)
 - Back (Previous Page)

3.3 ELEMENT LOCATIONS AND FUNCTIONALITY

3.3.1 Title Bar

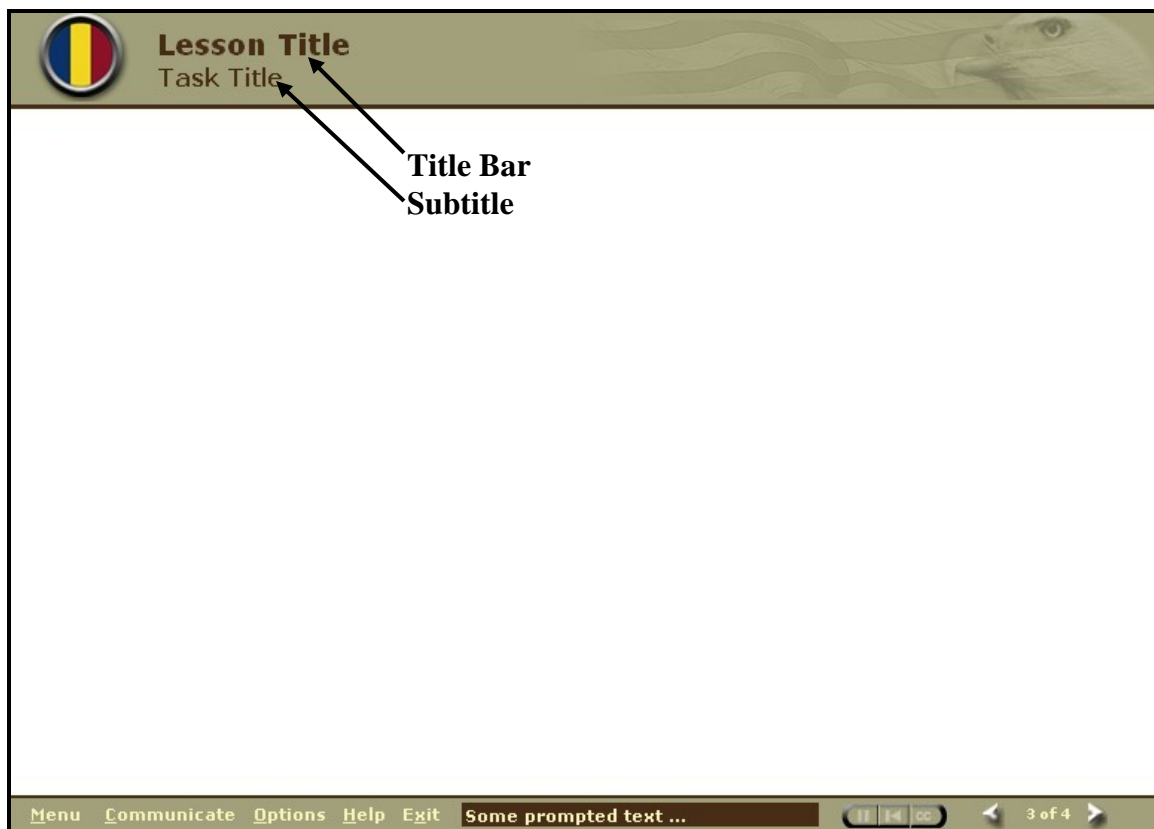


Figure 3–3. Location of the Title Bar.

The Title Bar is located at the top of the screen. It will contain the name of the instruction. It may contain a sub-title with the objective and topic and/or a performance step. The sub-titles will be located under the title and will be in a smaller text style.

3.3.2 Prompt Area



Figure 3–4. The Prompt Area is on the bottom Menu Bar.

The Prompt Area is located in the middle of the menu bar at the bottom of the screen. The Prompt Area displays instructions, such as “Click Next to continue.”

3.3.3 Instruction/Information Area

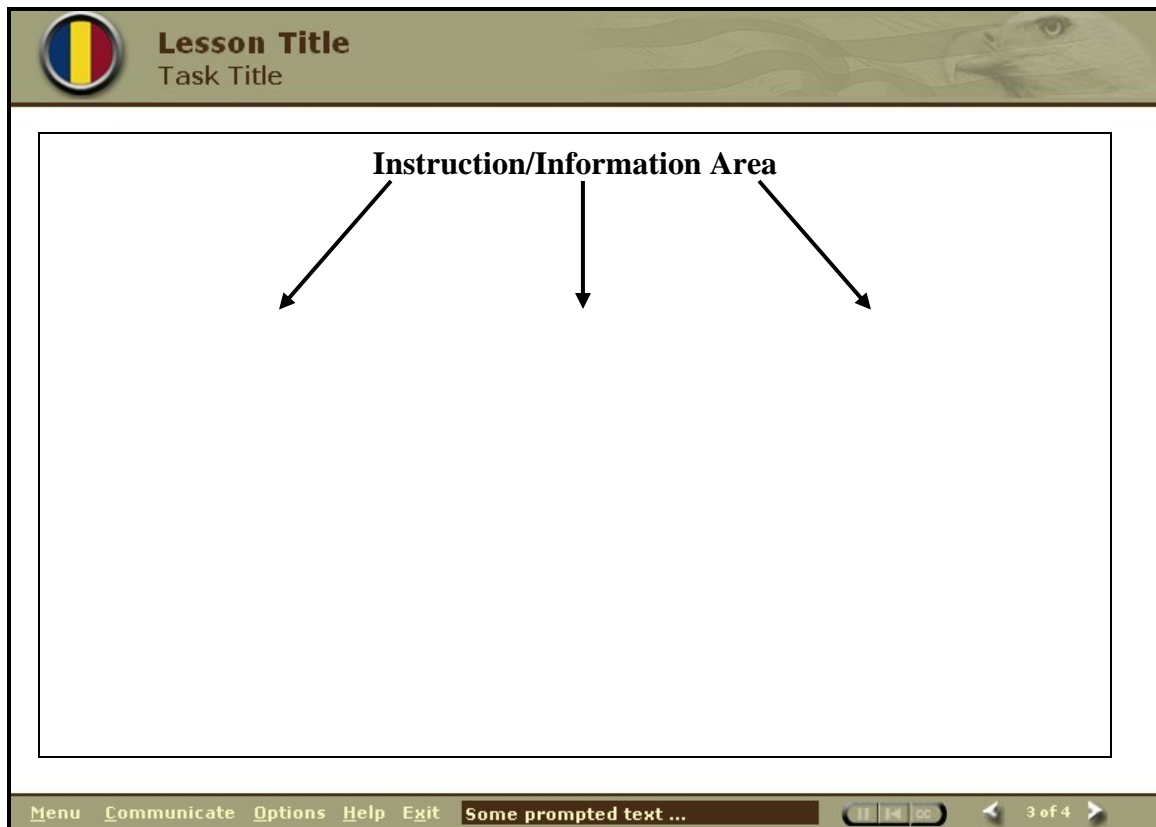


Figure 3–5. Location of Instruction/Information Area.

This is the main part of the screen and will contain the content of the instruction.

3.3.4 Menu Button



Figure 3–6. The Menu Button is on the bottom Menu Bar.

The Menu Button is the first button on the left-hand side of the menu bar located across the bottom of the screen.

The Menu Button opens a menu on the left side of the screen with additional choices for instruction. The two items for selection are the Objective Menu that will list other objectives in this instruction and the Learning Management System (LMS) Menu that will take the student back to the LMS. The menu on the left side of the screen will automatically close when an item is selected.



Figure 3–7. Menu Items are on the left menu.

3.3.5 Communicate Button

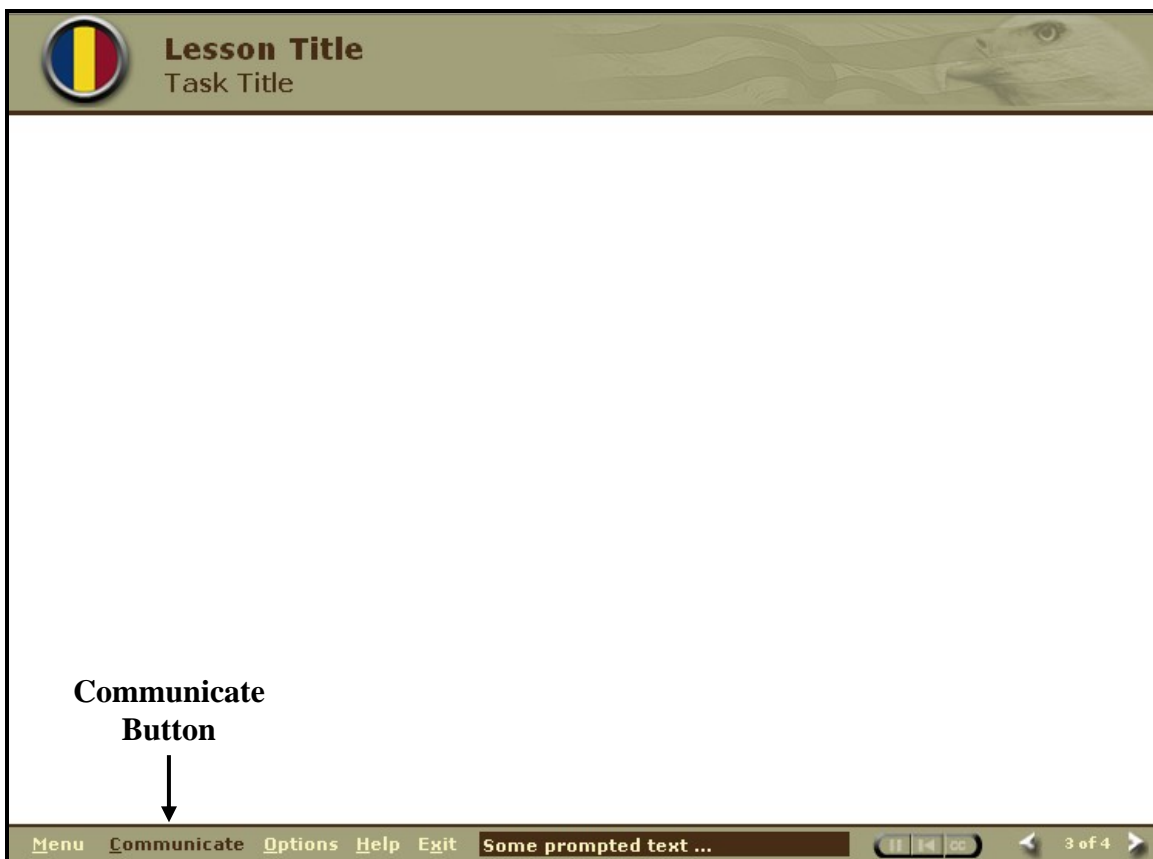


Figure 3–8. The Communicate Button is on the bottom Menu Bar.

The Communicate Button is located on the menu bar at the bottom of the screen to the right of the Menu Button.

The Communicate Button opens a menu on the left side of the screen with additional choices for instruction. Depending on the instruction delivery method, the Communicate Button may provide access to an e-mail link, collaboration link, Help Desk information, and/or Instructor Notes as required by the instruction. The menu on the left side of the screen will automatically close when an item is selected.



Figure 3–9. Communication Items are on the left menu.

3.3.6 Options Button

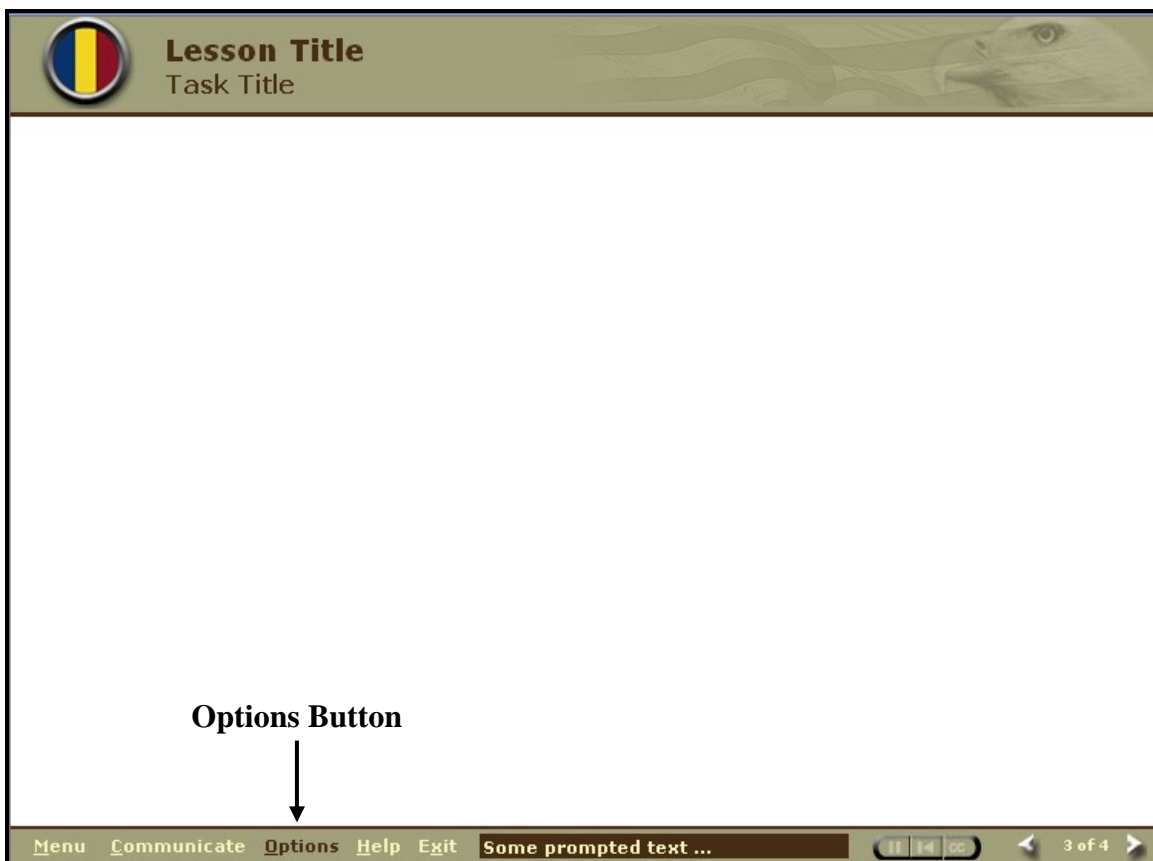


Figure 3–10. The Option Button is on the bottom Menu Bar.

The Options Button is located on the menu bar at the bottom of the screen to the right of the Communicate Button.

The Options Button contains a menu on the left side of the screen with additional choices for instruction assistance. The menu on the left side of the screen will automatically close when an item is selected. Selection items under the Options Button are (but not limited to):

- Resources
- Tools
- Print
- Course Map/Progress Indicator
- Preferences

Note: Depending on the type of instruction, some or all of these features may not be active. See Section 3.4 Optional Elements for a definition of these features.

- Resources may include extracts of required information, a Glossary of terms, Policies, Websites of interest, Copyright Information, Course Objectives, Audio Scripts, Review Questions, and/or Credits or Acknowledgements. Note: Depending on the type of instruction some or all the features under the Resource option may not be active.

- Tools may include a calendar; calculator; search features; and learner's note, where a learner may make and store notes about the instruction. Note: Depending on the type of instruction some or all the features under the Tools option may not be active.
- Course Map/Progress Indicator may be available to display the required (or recommended) sequence for instruction and the progress made in the courseware.
- Print may be available to print the courseware. If enabled, this option will open the standard print interface used by Microsoft Windows to allow printing.
- Preferences may be available to allow the learner to set up searches, vary the size or color of the foreground or background of the content area, or to vary the size or font of the text in the content area.

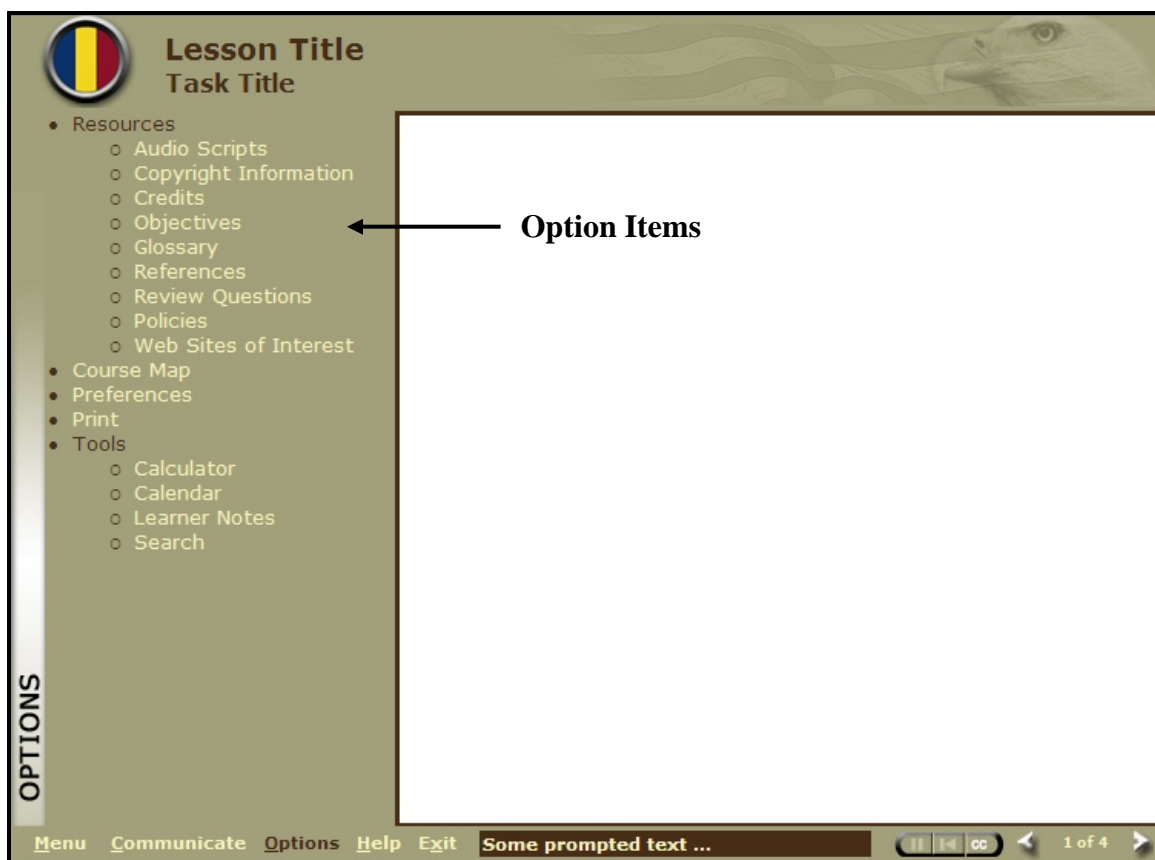


Figure 3–11. Option Items are on the left menu.

3.3.7 Help Button

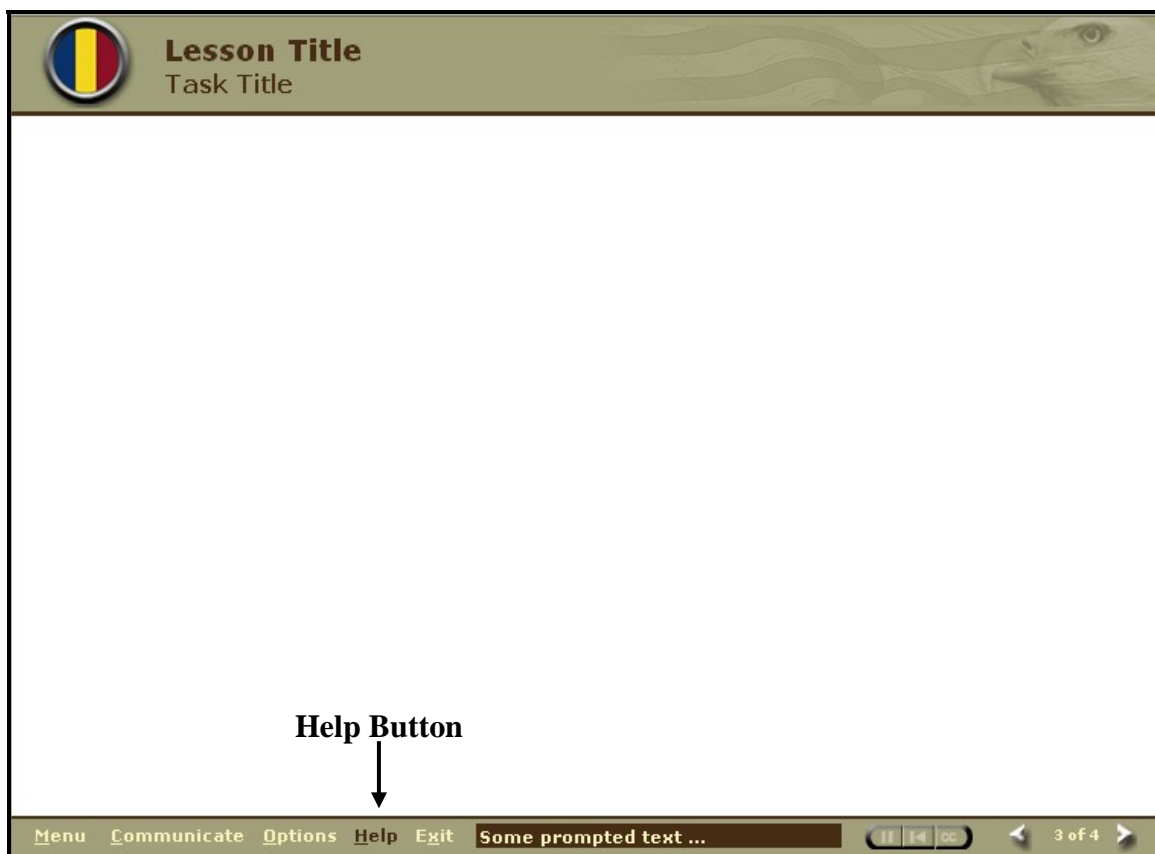


Figure 3–12. The Help Button is on the bottom Menu Bar.

The Help Button is located on the menu bar across the bottom of the screen to the right of the Options Button.

The Help Button opens a menu on the left side of the screen that contains help items on the instruction content and help on taking the instruction. The menu on the left side of the screen will automatically close when an item is selected. Features that may be found under the Help Button are:

- Information on the navigating through the instruction
- Special symbols used in the instruction
- Icons used in the instruction
- Directions on how to use interactive objects
- Directions on how to take tests/Practical exercises
- Information on how the courseware is structured
- Job aids.

The Help Button will also contain Army Help Desk Information.



Figure 3–13. Help Items are on the left menu.

3.3.8 Exit Button



Figure 3–14. The Exit Button is on the bottom Menu Bar.

The Exit Button is located on the menu bar across the bottom of the screen to the right of the Help Button.

The Exit Button will exit or close the instruction. A pop-up window will show a warning that the instruction is about to close and will show a prompt of select “OK” to close the session or “cancel” to remain in the instruction.

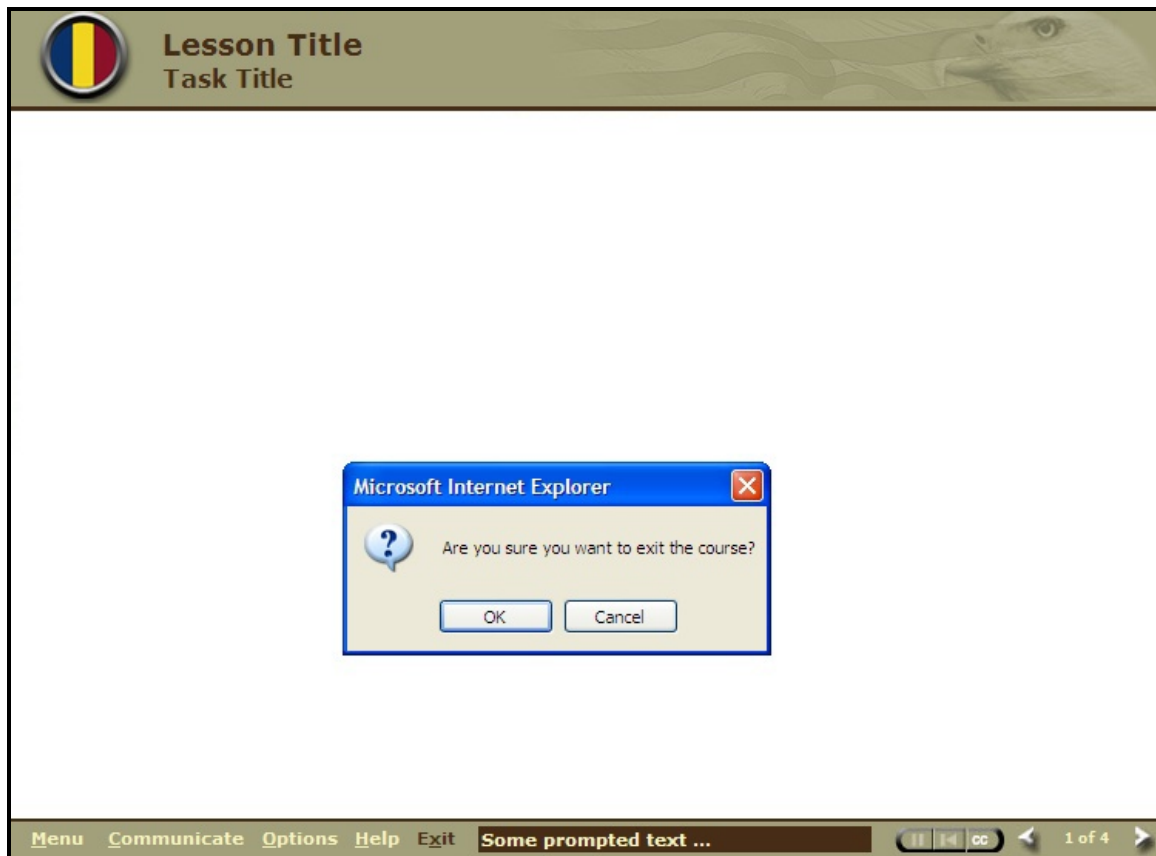


Figure 3–15. The Exit Warning Window.

3.3.9 Minimize Button

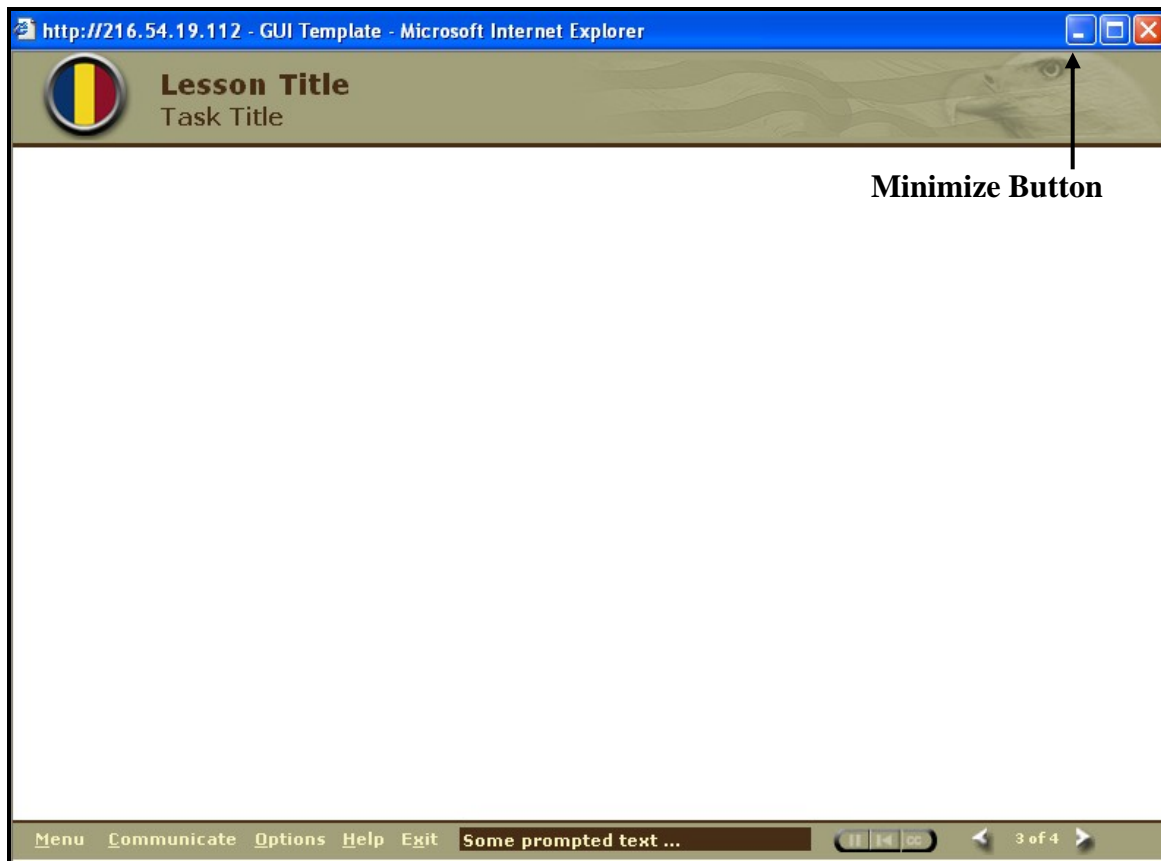


Figure 3–16. The Minimize Button is located on the Title Bar.

The Minimize Button is located above the Title bar on the right-hand side of the screen

The Minimize Button is used to minimize the window size.

3.3.10 Maximize or Restore Button



Figure 3–17. The Maximize or Restore Button is located on the Title Bar.

The Maximize/Restore Button is located above the Title bar on the right-hand side of the screen to the right of the Minimize Button

The Maximize or Restore Button is use to expand or restore the window to its full size.

3.3.11 Navigation Buttons

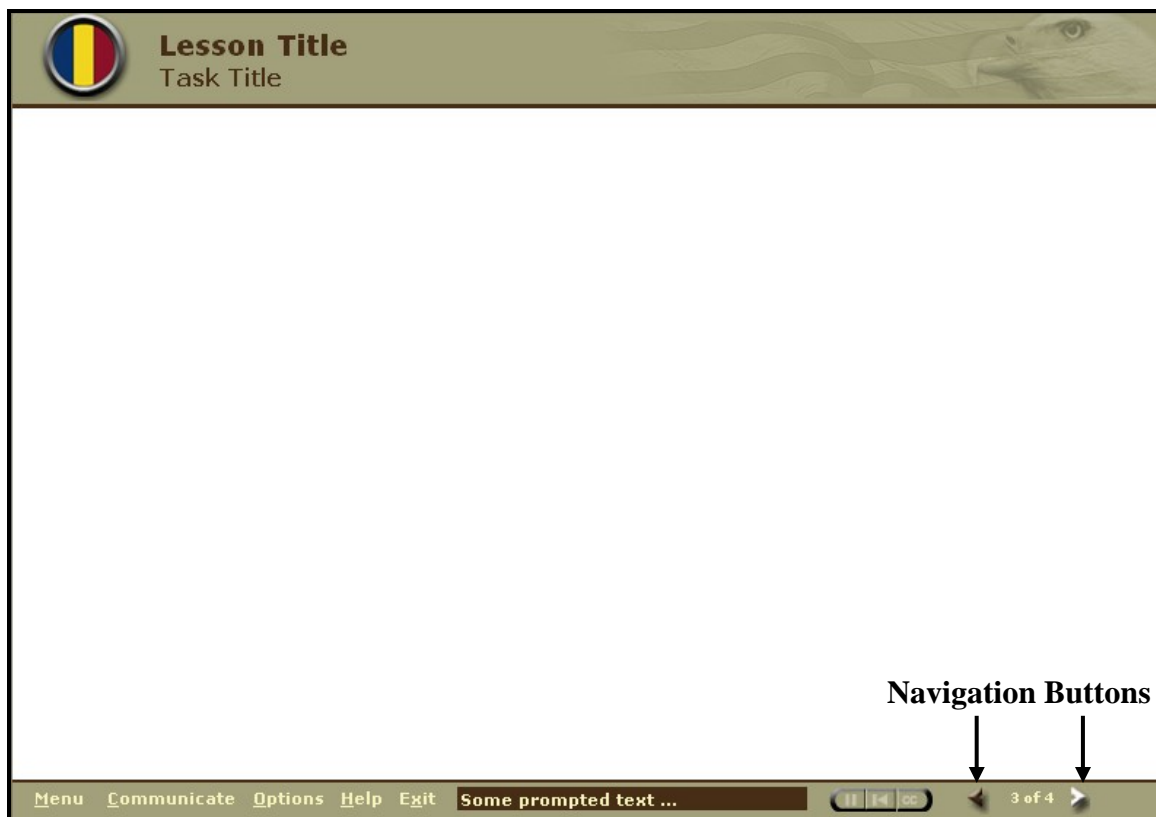


Figure 3–18. The Navigation Buttons are on the bottom Menu Bar.

There are two Navigation Buttons located on the far right-hand side of the menu bar across the bottom of the screen. They are “Next” and “Back” and are used to go to the Next Screen or to go Back to the previous screen.

3.3.12 Internal Progress Indicator



Figure 3–19. The Internal Progress Indicator is on the bottom Menu Bar.

The Internal Progress Indicator is located on the far right-hand side of the menu bar across the bottom of the screen between the Next and Back Navigation Buttons. This indicates the screen in use as in screen 3 of 4, meaning that the current screen is screen 3 of 4 screens.

3.4 OPTIONAL SCREEN ELEMENTS

When required by the courseware/instruction optional screen elements may be needed. Optional screen elements are:

- Audio/Video/Animation
 - Play
 - Pause
 - Replay
- Resources
- Tools
- Course Map
- Print
- Preferences
- GoTo

3.4.1 Audio/Video/Animation

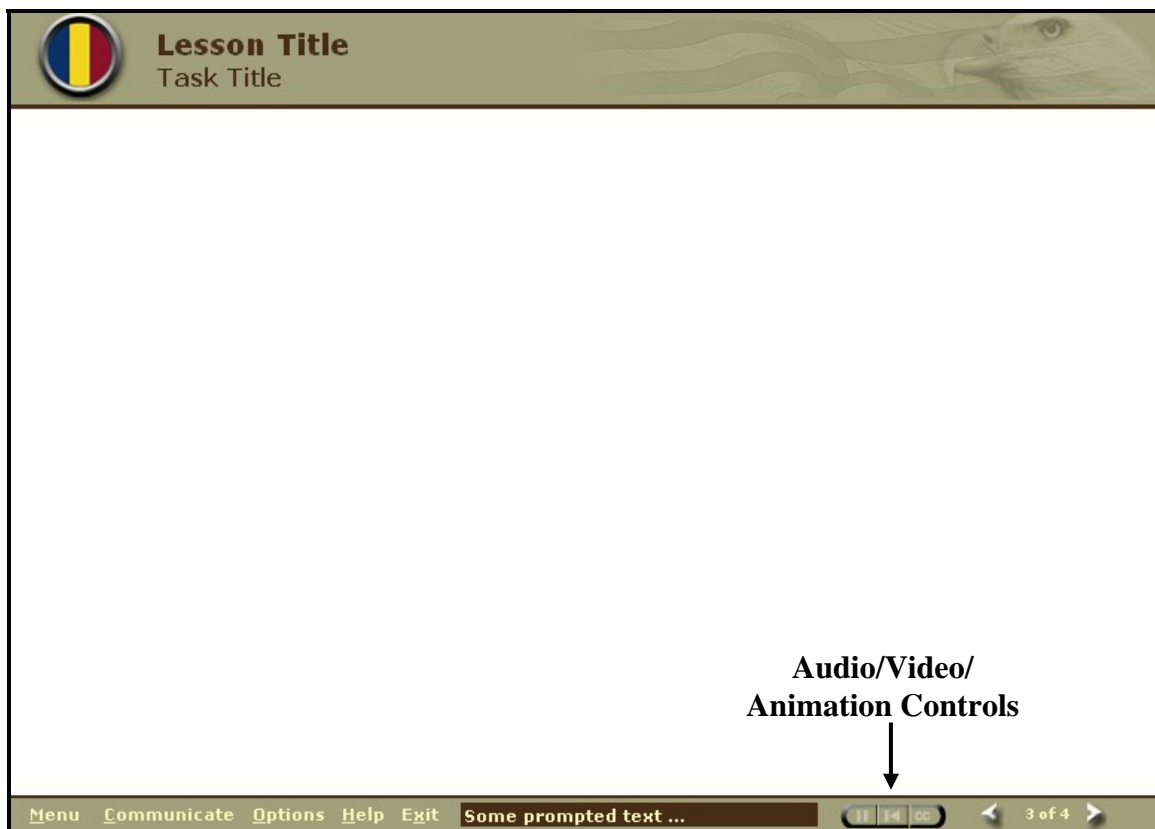


Figure 3–20. When available, the Audio/Video/Animation Feature is on the bottom menu bar.

Audio/Video/Animation controls are located on the right-hand side of the menu bar at the bottom of the screen to the left of the Next and Back Buttons.

The Audio/Video/Animation feature is use to Play, Pause, and/or Replay the action. When this feature is not need, this area may be left blank, or the feature may be deactivated.

3.4.2 Resources



Figure 3–21. When available, Resources may be found under the Option Button.

The Resource feature is part of the menu located under the Option Button on the menu bar across the bottom of the screen.

Features under Resources may include extracts of required information, a Glossary of terms, Policies, Websites of interest, Copyright Information, Course Objectives, Audio Scripts, Review Questions, and/or Credits or Acknowledgements. Note: Depending on the type of instruction some or all the features under the Resource option may not be active. The menu on the left side of the screen will automatically close when an item is selected. Information for the menu item selected will appear in a pop-up screen.

This is an optional feature and may not be available on all courseware/instruction.

3.4.3 Tools



Figure 3–22. When available, Tools may be found under the Option Button.

The Tools feature is part of the menu located under the Option Button on the menu bar across the bottom of the screen.

Features under Tools may include a calendar; calculator; search features; and learner's notes, learners may make and store notes about the instruction. Note: Depending on the type of instruction some or all the features under the Tools option may not be active. The menu on the left side of the screen will automatically close when an item is selected. Information for the Tool selected will appear in a pop-up screen.

This is an optional feature and may not be available on all courseware/instruction.

3.4.4 Course Map



Figure 3–23. When available, the Course Map may be found under the Option Button.

The Course Map feature is part of the menu located under the Option Button on the menu bar across the bottom of the screen.

The Course Map feature allows selection of other sections of the courseware/instruction. Some courseware/instruction must be taken in a particular order. In other cases the courseware/instruction may be taken in any order. In some cases the instruction will consist of only one piece of instruction. In those cases, a Course Map would not be necessary. The menu on the left side of the screen will automatically close when an item is selected. Information for the Course Map will appear in a pop-up screen.

This is an optional feature and may not be available on all courseware/instruction.

3.4.5 Print



Figure 3–24. When available, the Print feature may be found under the Option Button.

The Print feature is part of the menu located under the Option Button on the menu bar across the bottom of the screen. This allows the student to print instructional material. The menu on the left side of the screen will automatically close when the Print feature is selected. The Windows Print dialogue window will open in a pop-up screen.

This is an optional feature and may not be available on all courseware/instruction.

3.4.6 Preferences



Figure 3–25. When available, Preferences may be found under the Option Button.

The Preferences feature is part of the menu located under the Option Button on the menu bar across the bottom of the screen.

The Preferences feature allows the learner to set up searches, vary the size or color of the foreground or background of the content area, or to vary the size or font of the text in the content area. Note: Not all courseware/instruction will have this option available. The menu on the left side of the screen will automatically close when an item is selected. Information for the Preferences will appear in a pop-up screen.

3.4.7 GoTo



Figure 3–26. When available, the GoTo feature may be found within the Internal Progress Indicator.

The GoTo feature is located within the Internal Progress Indicator on the menu bar across the bottom of the screen.

The GoTo feature allows the learner to jump from the current page to previous pages in the courseware/instruction. For example if the learner is on page 22 and wants to go to page 7 they would select the GoTo option and select page 7 from the menu on the left side of the screen. The learner would then be on page 7 of the courseware/instruction. Note not all courseware/instruction will have this option available.

Selecting the Progress Indicator opens the GoTo menu on the left side of the screen. The GoTo menu on the left side of the screen will automatically close when an item is selected.



Figure 3–27. The GoTo Menu is displayed on the left side of the screen.

3.5 OPTIONAL ELEMENTS INTERNAL TO THE COURSEWARE/INSTRUCTION

Optional Elements Internal to the Courseware/Instruction are as follows:

- Graphic Zoom In/Out
- Submit
- Example
- Close Window
- Reset
- Directional Button

3.5.1 Graphic Zoom In/Out

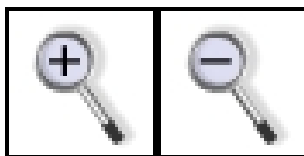


Figure 3–28. The Graphic Zoom In/Out feature will be made available as necessary.

The location of the Zoom In/Out feature will vary within the content. The Graphic Zoom In/Zoom Out feature will be available when needed and its function is to increase and decrease the size of graphics.

3.5.2 Submit



Figure 3–29. The Submit feature will be made available as necessary.

The location of the Submit feature will vary within the content. The Submit feature appears with certain types of questions or simulations. Click it to check your answers. Feedback will be given.

3.5.3 Example



Figure 3–30. The Example feature will be made available as necessary.

The location of the Example feature will vary within the content. The Example feature will display either a pop-up box or a new window with an example of the presented information or question.

3.5.4 Close Window

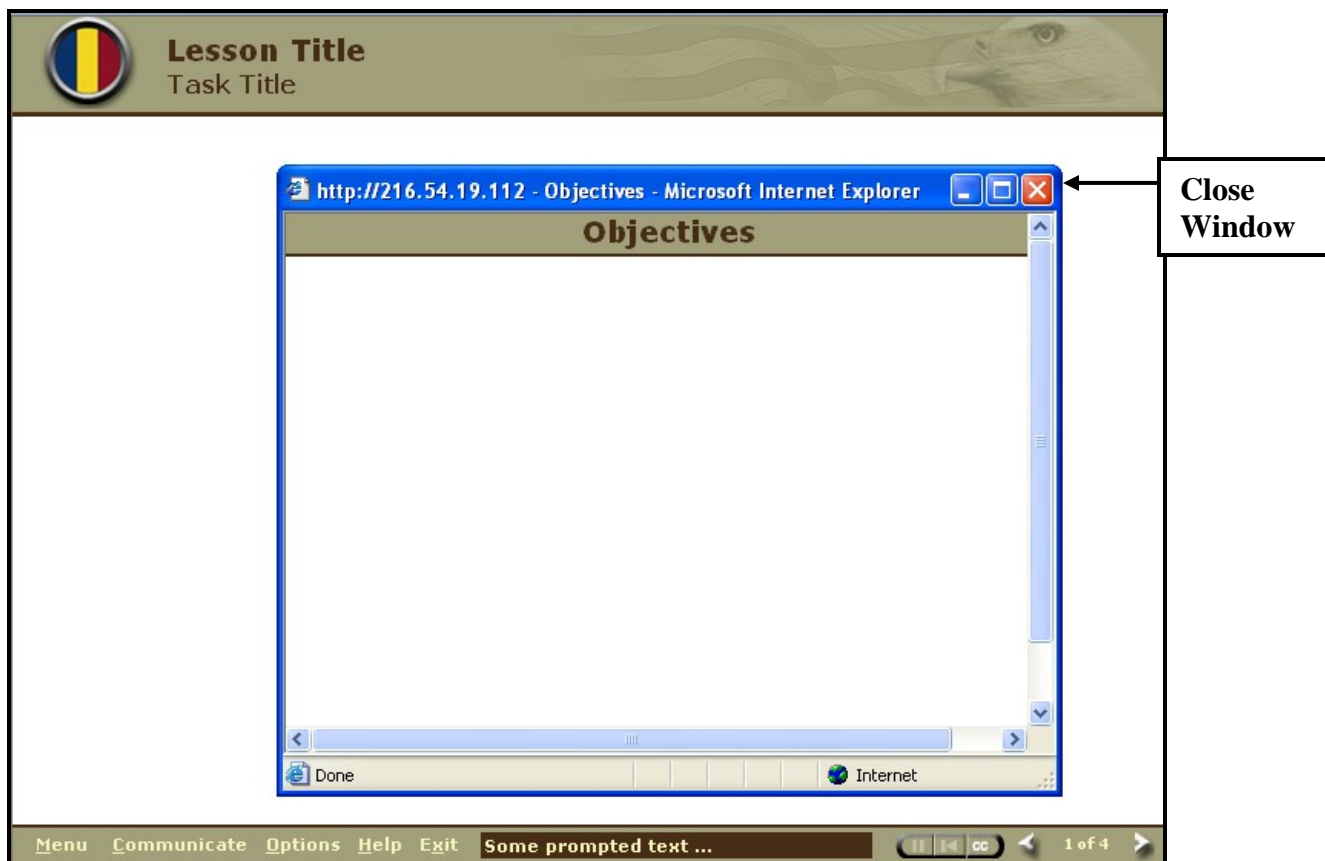


Figure 3–31. The Close Window Feature will be made available as necessary.

The location of the Close Window feature is at the top right of a pop-up or new window. When you roll over the “X” the feature will display “Close Window. Click the “X” to close the current window and return to the instruction.

3.5.5 Reset



Figure 3–32. The Reset feature will be made available as necessary.

The Reset feature is located within the question area. This feature allows you to clear your answers and try again. You will be asked if you want to reset your answers, and you will need to answer yes or if no press cancel. When you roll over the reset feature the display will be “Delete Answers.”

3.5.6 Directional Button

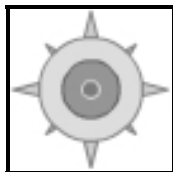


Figure 3–33. The Directional Button feature will be made available as necessary.

The Directional Button is located in the instructional area of the screen. It allows you to move the current window up or down, left or right, up to the left, up to the right, down to the left, and down to right. When you roll over this button it will display “Move Display.”

SECTION 4: GRAPHICAL USER INTERFACE (GUI) KEY COMMANDS

4.1 GRAPHICAL USER INTERFACE (GUI) KEY COMMANDS

The HTML GUI has been programmed with key commands that may be used to control navigation and GUI features. The table below lists the key commands with the function of the GUI that they control. The content developer for your course may add key commands that control specific features that have been programmed for the course.

KEY COMMAND	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION
ALT B	<u>B</u> ack (Previous Page)			
ALT C	<u>C</u> ommunicate	<u>C</u> ollaboration	<u>C</u> ourse Map	<u>C</u> losed Captioning
ALT D	Calen <u>d</u> ar			
ALT E	<u>E</u> -mail	<u>S</u> earch		
ALT G	<u>G</u> lossary	<u>G</u> o To		
ALT H	<u>H</u> elp	Additional <u>H</u> elp		
ALT I	<u>I</u> nstructor Notes	Cred <u>i</u> ts	Pol <u>i</u> cies	
ALT J	<u>J</u> ob Aids Help			
ALT K	Help Des <u>k</u>			
ALT L	<u>L</u> MS Menu	<u>L</u> earner Notes		
ALT M	<u>M</u> enu			
ALT N	<u>N</u> ext Page	Content <u>N</u> avigation Help		
ALT O	<u>O</u> ptions	<u>O</u> bjective <u>M</u> enu	<u>O</u> bjectives	
ALT P	<u>P</u> references	<u>P</u> lay	<u>P</u> ause	
CRTL P	<u>P</u> rint			
ALT Q	Review <u>Q</u> uestions			
ALT R	<u>R</u> eferences			
ALT S	Audio <u>S</u> cripts	Minimum <u>S</u> ystem Requirements		
ALT T	<u>T</u> est/Practical Exercise Help			
ALT U	Calcu <u>l</u> ator			
ALT W	<u>W</u> eb Sites of Interest			

KEY COMMAND	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION	MENU ITEM/ FUNCTION
CTRL W	Close <u>W</u> indow			
ALT X	E <u>x</u> it			
ALT Y	Copyr <u>y</u> right Information			

SECTION 5: GLOSSARY

Button: Part of the Screen/Page that when clicked will provide the learner with additional information or features. Menu, Communicate, Options, Help, Exit, Next, and Back are examples of buttons in the GUI.

Compact Disk-Read Only Memory (CD-ROM): An external memory device containing the course/instruction. Note: A CD reader will be required for reading the CD.

Digital Versatile Disc (DVD): An external memory device containing the course/instruction. Note: A DVD player will be required for playing the DVD.

Feature: A selection item other than a Button that provides the learner with additional information or helpful aids.

Graphical User Interface (GUI): A task-based development aid for task-based instruction containing predetermined screen layouts and feature functionality.

Grayed out: Use to describe a feature/button that is not active. The feature/button will have a gray color instead of the active color assigned.

HyperText Markup Language (HTML): A programming language use for web development.

Pop-up: A sub-set of information, features, or selection items that will appear within a screen when the desired item is selected. This window will be smaller than the full screen.

Screen/Page: Contains the items of instruction, button, and content that are to be viewed together. Clicking next will bring up a new screen/page.

Universal Serial Bus (USB): A port on the computer that will accept an external memory device, such as a memory stick.